



## Cómo Cambiar la Escuela y el Nivel de Grado

1. Haga clic en el botón "SETTINGS" en la esquina superior derecha.

The screenshot shows the LunchMaster web application interface. At the top right, there is a navigation bar with the following items: "CONTACT US", "SHOW TUTORIALS", "PRINT MENU", "LUNCH WIZARD", "MEAL ORDERS", and "SETTINGS". A red arrow points to the "SETTINGS" button. Below the navigation bar, the main content area is titled "Order Meals" and includes tabs for "Meal Calendar", "Shopping Cart", "Order History", and "Transactions/Credits". The "Meal Calendar" tab is active, showing a calendar for the month of July. The calendar displays lunch options for each day, with a note for July 4th: "No Meal Service - July 4th Holiday". On the right side of the interface, there is a summary box for the shopping cart, indicating "There are 0 meal(s) in your cart" and "Subtotal: \$0.00". Below this, there are three student profiles: Jack Jones (Pin Number 35435, Dining Group: Preschool (3 - 4 yrs), Pricing Group: Students, Allergens: ), Jill Jones (Pin Number 35436, Dining Group: Grade 06, Pricing Group: Students, Allergens: ), and Johnny Jones (Pin Number 42190, Dining Group: Students, Pricing Group: Students, Allergens: Egg, Milk, Pork, Beef, Chicken, Fish, Turkey).

2. Haga clic en el botón "EDIT" en la esquina superior derecha.

The screenshot shows the "Diners on this Account" page. At the top right, there is a blue header with the text "Diners on this Account" and an "EDIT" button. A red arrow points to the "EDIT" button. Below the header, there are three tabs for the diners: "Jack", "Jill", and "Johnny". The "Jill" tab is selected. Below the tabs, there is a section titled "INFO ABOUT THIS DINER" with the following fields: "First Name" (Jill), "Last Name" (Jones), "Pin Number" (35436), "School Code" (LunchMasterAcademy), "Class / Dining Group" (Grade 06), and "Meals Delivered To" (Default location). There is also a checkbox for "Enable Lunch Wizard" which is checked. Below this, there is a section titled "ALLERGENS & SENSITIVITIES" with icons for Wheat, Soy, Egg, Milk, Pork, Beef, Chicken, Fish, Peanuts, Shellfish, Tomato, and Turkey. At the bottom, there is a note: "The LunchMaster is a peanut and tree nut free facility."

3. Escriba el nuevo código de la escuela, si corresponde.

Diners on this Account

Jack Jill Johnny NEW

INFO ABOUT THIS DINER

First Name: Jill Last Name: Jones Pin Number: 35436

School Code: LunchMasterAcademy Class / Dining Group: Grade 06 Meals Delivered To: Default location

Enable Lunch Wizard

ALLERGENS & SENSITIVITIES

Wheat Soy Egg Milk Pork Beef  
Chicken Fish Peanuts Shellfish Tomato Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE

4. Haga clic en "Class/Dining Group" y seleccione el grado apropiado de la lista desplegable.

Diners on this Account

Jack Jill Johnny NEW

INFO ABOUT THIS DINER

First Name: Jill Last Name: Jones Pin Number: 35436

School Code: LunchMasterAcademy Class / Dining Group: Grade 06 Meals Delivered To: Default location

Enable Lunch Wizard

ALLERGENS & SENSITIVITIES

Wheat Soy Egg Milk Pork Beef  
Chicken Fish Peanuts Shellfish Tomato Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE

## 5. Haga clic en "SAVE."

### Diners on this Account

Jack Jill Johnny NEW

#### INFO ABOUT THIS DINER

First Name Jill	Last Name Jones	Pin Number 35436
School Code LunchMasterAcademy	Class / Dining Group Grade 07 ▼	Meals Delivered To Default location

Enable Lunch Wizard

#### ALLERGENS & SENSITIVITIES

Wheat	Soy	Egg	Milk	Pork	Beef
Chicken	Fish	Peanuts	Shellfish	Tomato	Turkey

The LunchMaster is a peanut and tree nut free facility.

REMOVE DINER FROM THIS ACCOUNT CANCEL SAVE